

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OTR/EA - 1	
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Annual Report to the President's Foreign Intelligence Advisory Board</b>						2. TYPE OF REPORT <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> STATISTICAL <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		<input checked="" type="checkbox"/>	TRAINING		ADMIN. GENERAL OTHER (specify)
		LOGISTICS			SECURITY		
		MEDICAL			FINANCE		
4. NO. OF COPIES PREPARED <b>Original &amp; 5</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Annually</b>				6. DISTRIBUTION (No. of components not number of copies) <b>2</b>	
7. FORMAT (memorandum, form computer print-out, etc.) <b>Memo</b>		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.				9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>Memo from O/DDS, usually received in May each year.</b>	
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>EA/TR/Plans</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <b>8 (OTR Schools and Staffs)</b>			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-18	17.00		1 hr.		17.00		1 \$ 17.00
GS-17	16.70		1 hr.		16.70		1 16.70
GS-13	9.10		60 hrs.		546.00		1 546.00
GS-07	4.50		6 hrs.		27.00		1 27.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						<b>\$606.70</b>	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  <b>In May of each year, Chief/Plans Staff, O/DDS, requests input from the DTR on accomplishments of the current fiscal year. Information is extracted for inclusion in DD/S report to O/DCI.</b>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
						0	0 STAT
16. DATE OF INVENTORY <b>12 October 1970</b>		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>O/EA/Plans</b>					18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px;"></div>